

Pony Club Association of Victoria Inc

73-75 Mackie Rd, Mulgrave. Vic. 3170
ABN 64 320 020 091 Inc Number A0013413S

PCAV STATE COUNCIL MINUTES

Irving House, 73-75 Mackie Rd, Mulgrave. Vic. 3170
on Tuesday 10 November 2009 at 10am

MEETING OPEN

1. PRESENT / APOLOGIES

Present: (Chair) President - Jan Faulkner, Vice President - Kammy Cordner Hunt, Vice President – Philip Cobbledick, BZ – Deirdre Davey, CZ – Leonie Lang, EGZ - Stephen Bragg, MZ - Kaye Blanchard, NEZ - Lyn Stevens, NMZ - Linda Smith, NZ – Bronwyn Glenn, SMZ – John Barlee, WGZ - Vicki Kneebone, WZ - Anthea Sutherland. EO - James Fitzpatrick, SCD - Clare Lewin

Apologies: Treasurer - Janice Ray, SMZ – Robyn Coutts

2. CONFIRMATION OF THE MINUTES (24th August 2009)

Moved Linda Smith

That the Minutes of the State Council Meeting held on 24 August 2009 be approved.

Seconded Anthea Sutherland

Carried

3. BUSINESS ARISING FROM THE MINUTES

Moved Steve Bragg

When planning calendars, Zones are asked to give priority to Horse Trials State Qualifying events and schedule them prior to the closing date for entries for the State Event.

Seconded Kammy Cordner Hunt

Carried

Items not ready for Council requiring additional development

3.1 Club Voting Rights (at Rules Sub-committee)

4. ITEMS FOR CONSIDERATION AND DECISION

Administration

4.1 DCI Nominations

Moved Vicki Kneebone

That the DCI nominations of Karen Gasperotti, Anne Payne, Jane Parks be noted

Seconded Bronwyn Glenn

Carried

4.2 Staffing

Confidential contract information must not be disclosed to any third party under the Privacy Act.

Moved Philip Cobbledick

That the Executive Officer's Contract be approved.

Seconded Linda Smith

Carried

Moved Philip Cobbledick

That the State Coaching Director's Contract be approved.

Seconded Anthea Sutherland

Carried

The State Council thanked Clare for her assistance with the Resources that have been produced over recent years.

Marlee Kuzmich will cease employment on 7 November 2009 and may be offered a return to work in 2010 as per outlined conditions.

Suanne Waugh will be on maternity leave from Christmas 2009

- 4.3 Occupational Health and Safety
Moved Philip Cobbledick
That children in the office be supervised.
Seconded Anthea Sutherland **Carried**
- Moved Vicki Kneebone
That the Executive Officer develop a working alone policy.
Seconded Steve Bragg **Carried**
- 4.4 Canning V Pony Club
Moved Steve Bragg
That the PCAV pay the public liability insurance excess to AON.
Noted Leonie Lang potential conflict.
Seconded Linda Smith **Carried**
- 4.5 Commercial Alliances
After discussion regarding approaches with a number of commercial operators:
Moved Steve Bragg
That the PCAV develops a sponsorship guideline for sponsoring events.
The State will not be selling commercial products for suppliers.
Seconded John Barlee **Carried**
- 4.6 Uniform Options
A discussion regarding names, team names, was held.
- Moved Kaye Blanchard
That the riders name be allowed under the club/zone logo of 12mm size.
Add words "or zone" to club logo in section 7
No sponsorship logos on club/zone official uniform items
Seconded Lyn Stevens **Carried**
- 4.7 AGM Conference
Discussion on the following topics was held. Maldon is working on the development of rules and format for barrel racing, James has commenced FAQ 's on the website, \$1 rider levy for State and National teams will continue to be discussed, membership product and marketing in the future planning stages.
Executive Officer to make a new Life Membership or Distinguished Services Award nomination form with Bylaws criteria and countersigned by Zone Pres or Sec and Zone Rep.
- Moved Kaye Blanchard
That a plaque and badge be granted for PCAV Life Membership
Seconded Bronwyn Glenn **Carried**
- 4.8 Hay Pony Club
Moved Bronwyn Glenn
That subject to club approval, the PCAV would offer Hay Pony Club full affiliation attached to Northern Zone.
Seconded John Barlee **Carried**

Events

- 4.9 NMG – Horses for Nationals
Moved Philip Cobbledick
That the State Council endorses the NMG Sub-committee recommendation to support each state providing their own horses to the common pool for NMG Nationals. This item to be discussed at the PCA Meeting in November 2009.

Seconded Deirdre Davey **Carried**

- 4.10 2010 NMG International Selection State
Moved Philip Cobbletick
That PCAV host the 2010 NMG International selections on the weekend of 13-14 February 2010.
Seconded Kammy Cordner Hunt **Carried**

- 4.11 State Flat Teams, Musical Ride and Games Championships Venue
Moved Philip Cobbletick
That the State Council endorses the sub-committee recommendation for the venue to be Bacchus Marsh PC for 2010.
Seconded Kaye Blanchard **Carried**

- 4.12 Change of Date for PCAV State Dressage and Showjumping Championships
There was general discussion about moving the championships on a permanent basis to allow more time to prepare horses as early February was perceived as a difficult time.

Moved Lyn Stevens
That the date for the 2011 Championships will be in December 2010.
Seconded Linda Smith

Lost

Moved Kaye Blanchard
That the date for 2011 be fourth Sunday in February every year from 2011 (eg 27 February 2011).
Seconded Vicki Kneebone **Carried**

It was recognised that this will clash with club events and that is why this motion will be implemented from 2011. By the state moving off the date in earlier February, it is hope a date shuffle can be achieved with zone/club calendars.

- 4.13 Entry Fees for 2010 State Dressage and SJ Championships
Moved Steve Bragg
That the entry fees be \$60 for the championship, optional \$20 dinner, optional \$5 warmup competition
Zone Representative Steve Bragg reminded participants that NO DOGS are ALLOWED at the venue
Seconded Linda Smith **Carried**

- 4.14 2011 Nationals
The State Coaching Director gave an overview of the potential sites. The sub-committee will undertake site visits in the coming week and do a cost analysis between the 2 preferred sites.

Rules (for inclusion and implementation in 2010 Rule Books)

- 4.15 Fall of Rider at Pony Club Competitions

Rationale: This is an endeavor to ensure that riders are not exposed to higher risks after a fall than already exist due to the dangerous nature of riding a horse. There is always the potential that a second fall could be more detrimental to the welfare of the horse and rider.

A distinction has been made between competition and an activity that takes place under supervised instruction such as a rally or clinic as there are less outside pressures to remount and continue and more time to assess the nature of the incident.

In these cases the final decision and ultimate responsibility to continue lies with the rider if 18 or over and the parent or guardian if the rider is under 18.

The First Fall of Rider or Horse and Rider during a competition round at the following events is elimination;

- the cross country course or Showjumping phase of Horse Trials
- showjumping round of Combined Training
- Showjumping competitions.

For all other competitions or activities, including the practice and warm up areas, the first fall of rider is to be categorized and actions applied as indicated using the following guidelines (scale of severity).

NB These rules do not apply to activities such as rallies and clinics that take place under instruction and supervision. In these cases the final decision and ultimate responsibility to continue lies with the rider if 18 or over and the parent or guardian if the rider is under 18. However, it is advised that if a fall results in unconsciousness or concussion that the rider takes no further part in the activity on that day.

Rider fall guidelines

1. Unconsciousness – If a rider has a fall, anywhere on the venue, which results in them becoming unconscious they are automatically disqualified from taking any further part in the competition(s) on that day.

2. Concussion. If a rider has a fall, anywhere on the venue, which results in an apparent concussion they are automatically disqualified from taking any further part in the competition(s) on that day.

3. Injury. If a rider has a fall, anywhere on the venue, which results in an injury that necessitates treatment in an offsite medical facility such as a Doctor or Hospital then a parent or guardian must sign a release form for the rider to take further part in the competition(s) on that day.

4. Minor Injury. If a rider has a fall, anywhere on the venue, which is of a minor nature and does not result in a head injury or injury requiring outside medical assistance a parent or guardian must sign a release form for the rider to take further part in the competition(s) on that day.

Moved Vicki Kneebone

That this section on falls to be included in the Bylaws with a single line of reference in the rule books

Seconded Anthea Sutherland

Carried

4.16 Lungeing

Moved Anthea Sutherland

Lungeing at a rally, activity or competition must take place in a confined designated lungeing only area. If no such area exists lungeing is not permitted. The competition schedule must stipulate if and where lungeing is permitted at the venue.

Ancillary lungeing equipment

Such as Pessoa and chambon, fall into the same category as side reins which cannot be used at competitions.

May be used at a rally or clinic under qualified supervision.

Seconded Linda Smith

Carried

Letter from Midland Zone to go to Rules Sub-committee.

The Executive Officer to update Competition Templates and related webpages.

4.17 Membership Waiver

Clubs are encouraged to use our membership and event templates as a minimum standard. A club may use it's own forms with club information but we suggest that the following waiver be included.

By joining a club each member agrees that

"I acknowledge that horse sport is dangerous and that accidents causing death, bodily injury, disability and property damage can, and do happen.

I acknowledge and agree that neither PCAV nor "the organizers" shall be under any liability for death, or bodily injury, loss or damage which may be sustained or incurred by the applicant, as a result of participation in or being present at PCAV endorsed events, except in regard to any rights I may have arising under the Trade Practices Act 1974.

I acknowledge that I have read and understood the information provided in this membership form regarding codes of conduct and privacy.

Health of Horse(s) I declare that the horse(s) I bring to pony club will be in good health, eating normally and not showing signs of respiratory disease during the last 3 days leading up to attending any pony club rallies, activity or event. I give my authorisation for the Club or Event Secretary to call for veterinary inspection of the horse/(s) in my care should they be showing signs of a respiratory illness at any time during the course of the activity/event. I agree to pay any veterinary fees incurred as a result of this veterinary examination.

Horse Activity/Event Declaration Waiver I understand that due to diseases such as equine influenza, the Victorian Department of Primary Industries, or other State or Commonwealth government body, may restrict or prevent the movement of horses, vehicles and personnel for a period of time ("Standstill"). I acknowledge and agree that a Standstill is a risk of competing at this event and I agree to pay all costs or expenses incurred by the organising committee as a result of a Standstill.

Biosecurity Guidelines I have read and understand the PCAV Biosecurity Guidelines as read on the website www.ponyclubvic.org.au and I will act in accordance with these guidelines.

Moved Philip Cobbledick

That the membership waiver be included in the Handbook of Bylaws and on the Membership Form Template.

Seconded Steve Bragg

Carried

The Executive Officer to check the wording on the Membership Form Template for displaying images of Children and usage.

4.18 Showjumping

Already approved by State Council

That the words "per round" be included in the Starting heights in table 3.1

Add Abuse of Horse Section and refer to Bylaws 19.4 Abuse of Horse

4.19 Horse Trials Changes

State Horse Trials Qualification

Insert the following rationale into the section referring to Qualification for Grade 1 & 2 Horse Trials.

While the height for each EFA qualification is 5cm higher than the specified PCAV Grade, the degree of technicality is of an equivalent level which is considered the more important aspect of the qualification.

Degree of difficulty for Grade 1 is CNC / 1* and Grade 2 is Pre-novice

First Fall of rider and or horse and rider anywhere on Cross Country Course is Elimination

First Fall or rider and or horse and rider on Showjumping Course is Elimination

Add Abuse of Horse Section and refer to Bylaws 19.4 Abuse of Horse

Moved Anthea Sutherland

Is no more than 60 cross country JUMPING penalties for qualification for state

Seconded Leonie Lang

Carried

Clarification of Rule for fall

Pace & Dismounting

Moved Kammy Cordner Hunt

Between the start and finish of the Cross Country, riders are free to choose their own pace. They must be mounted to pass all red and white boundary flags. Dismounting as a result of attempting an obstacle, whether voluntary or not, is penalized as a fall.

Elsewhere on the courses, riders may dismount without incurring a fault other than possible penalties for exceeding the optimum time.

Remove wording under authorised assistance that allows a rider to be handed a Helmet. If they lose their helmet they are eliminated.

Seconded John Barlee

Carried

Moved Vicki Kneebone

Water Minimum Distance/Length

Table C.10.3 needs another row added to reflect rule C.10.6.3.a below;

The maximum depth of water must not exceed 30cm. If there is a jump into and a jump directly out of water, **the length** of a water crossing between entry and exit must be at least nine (9) metres to discourage a bold horse from attempting to jump over it. For other water jumps the length of the water crossing between entry and exit must be at least 6 metres.

Change word length to width

1st row - Minimum width of water crossing with one jump either in or out of water is 6m. – Ref Rule C.10.6.3

2nd row – Minimum width of water crossing if using a jump in and one out is 9m

Seconded Kammy Cordner Hunt

Carried

Showjumping for Horse Trials - Course length

Showjumping course length for horse trials. The existing course length of 400m is difficult on the horses and riders because to get the required number of efforts there are a lot of related lines and the jumps “come up pretty fast”.

It has been suggested that 460m – 470m is a better distance and kinder to horse and rider. Anything over 470m is too long.

Discussion followed to leave course length as it is and lower the number of obstacles allowed. Currently we have 9-12. EV use course length 400-450m and obstacles 9-10

Moved Kaye Blanchard

That the course length be not more than 470m and efforts 9-12 for Grade 1

Seconded Vicki Kneebone

Carried

Clare Lewin to write a newsletter article about efforts versus obstacles

Amendment

Moved Steve Bragg

That the current distance of 400m and 9-12 efforts be continued until such time as the Rules Sub-committee finalises this review.

Seconded

Lapsed

Amendment

Moved Kammy Cordner Hunt

That the course length be not more than 450m and obstacles / max efforts 9-10

Seconded John Barlee

Lost

4.20 Combined Test Competitions

Moved Anthea Sutherland

That the Combined Test Competitions Rules be approved and effective 1 February 2010.

Seconded Kammy Cordner Hunt

Carried

4.21 General Rule Changes from Rules Sub-committee

Gear Rules

Treeless saddles – recommendation from CIP

Manufacturer recommends quick release irons for the closed “D” scenario which is different from our rules. This needs to be included in next rewrite of Gear Rules.

Bylaws

Already approved by State Council that at State level events, where possible, that the TD or TA come from outside the zone or sub-committee.

5. TREASURER’S REPORT

- 5.1 Financial Reports as at 30 September 2009
Moved Linda Smith
That the Profit and Loss and Balance Sheet as at 30 September 2009 be approved.
Seconded Steve Bragg **Carried**
- 5.2 Budget 2009 – 2010
Moved Vicki Kneebone
That the revised budget showing a deficit of \$37,000 be approved.
That the Executive Officer and Treasurer present a revised budget with a target deficit of \$20,000.
Seconded Linda Smith **Carried**
- 5.3 Membership Fees 2010-2011
Moved Vicki Kneebone
That the membership fees be set at the February State Council Meeting after the revised budget has been prepared and presented to State Council.
Seconded Bronwyn Glenn **Carried**
- 5.4 Financial Procedures
Moved Philip Cobbleddick
That the following motion “That the Treasurer sign all cheques” be deferred. **Carried**

Moved Philip Cobbleddick
That the Petty Cash float be reduced from \$500 to \$50.
Seconded Kammy Cordner Hunt **Carried**
- 5.5 Treasurer Resignation / Appointment

Resignation

The President spoke to the resignation of the Treasurer and the State Council thanked Janice Ray for her enormous efforts since 2003 as Treasurer.

Moved Philip Cobbleddick

That the resignation of Janice Ray of 31 December 2009 be accepted with regret.

Seconded Steve Bragg **Carried**

Moved Anthea Sutherland

That the Handbook of Bylaws 4.2.1.c be amended as follows

The Treasurer is appointed by the State Council.

The term of tenure is 1 year for new appointments and, following a review, 2 year term.

Seconded Vicki Kneebone **Carried**

Appointment

Moved Philip Cobbleddick

To re-align timing due to a vacancy, that Pam Davey be appointed the PCAV Treasurer from 1 January 2010 until August 2011 and then a biannual term.

Seconded Linda Smith **Carried**

It was noted that Janice Ray has offered support to the new Treasurer to prepare the end of year accounts for 2010.

- 5.6 PAV Bushfire Funding
52 NMZ members received an offer for hay. 16 not picked up as yet. 8 from EGZ would like funding. James to investigate pickup compliance, EGZ eligibility and hay deliveries from NMZ to EGZ.

The PAV fund has \$21,583 in credit.

Bush Fire Relief Fund. This is to be wound up by February 2010, twelve months following the tragic fires.

There was a general discussion about future allocations and the Executive suggest to the State Council an allocation as follows:

Moved Phillip Cobbledick

That subject to documentation approval that account allocations be

\$10500 Additional Feed

\$2000 Loss of zone equipment

\$9000 Yarra Glen PC (compliant with Qld family request who donated proceeds from the sale of a horse through Elders)

Seconded Kammy Cordner Hunt

Carried

It was ratified that PAV be the Auspice organization for Kinglake PC for the \$100,000 grant from Sport and Recreation Victoria.

- 5.7 Annual Audit Letter
Moved Steve Bragg
That the PAV cease the provision of re-insurance at the auditors request on 30 June 2010.
Noted that the inventory invoicing process has been addressed.
Seconded Vicki Kneebone

Carried

6. MEMBERSHIP REPORT

Membership Report tabled

7. PRESIDENT'S REPORT

Next Pony Club Australia Meeting in November for President, State Coaching Director and Executive Officer. See President's Report in MAD magazine.

8. COACHING DIRECTOR'S REPORT

NCAS Club Update

Discussion on the number of candidates, completion rates etc.

The Executive discussed the excess workbooks in the field and the new 2010 sign-on process for clubs and instructors.

Coaching Director, Clare Lewin, presented a brief report on the roll out of this program so far. Mostly very successful but some more refinements will be developed to continue the assessments throughout the State.

Next products for development are the Dressage Training Manual and Showjumping Build.

A panel is being developed with dressage experts to develop the training material.

9. EXECUTIVE OFFICER'S REPORT

10. SUB-COMMITTEE REPORTS

10.1 Pony Club Australia

10.2 PAV Executive

Minutes supplied

10.3 Equestrian Victoria

Jan Faulkner is the new PAV delegate on EV Branch

10.4 Chief Instructors Panel

Minutes supplied

10.5 State Games, Flat Teams and Musical Ride Sub-committee

State Games budget approved by State Council
Philip Cobbedick reported on the recent meeting.

- 10.6 National Mounted Games Sub-committee
Great Team dinner and retirement function for Marilyn Healey
- 10.7 State Dressage and Showjumping Championships (2010 EGZ)
Moved Steve Bragg
That the State Council approves the booklet with amendments
Seconded John Barlee

Carried

- 10.8 State Horse Trials Championships (2010 WGZ)
Date 1-2 May 2009
Venue Tonimbuk
Dressage Tests Grade 1 HT2 Grade 2 HT1
Entry Fees likely to be \$90 first rider, second horse \$70

10.9 Inter-Zone Teams Horse Trials

10.10 Rules Sub-committee

Minutes supplied

10.11 History Sub-Committee

Report to go to the next Executive Meeting.

11. GENERAL BUSINESS

11.1 "Paddling" at cross country water obstacle to be discussed by the Rules Sub-committee and report back to a future State Council Meeting.

11.2 PCAV State Training Clinic 28 November 2009 at Euroa needs marketing support from zones.

12. CLOSE MEETING 5.04pm

13. NEXT MEETING

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|---------------|---------------------------|----------|------|
| Executive | Wednesday 20 January 2010 | Mulgrave | 10am |
| State Council | Tuesday 9 February 2010 | Mulgrave | 10am |